Classes of Personal Information

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Mailing List

This class of personal information contains the names and work addresses of individuals who are on a mailing list to receive corporate reports on behalf of their organizations. The list is used by the Integrated Terrorism Assessment Center (ITAC) and is updated on a continuing basis. The information is retained solely to maintain the mailing list.

Manuals

The Service has no manuals.

Additional Information

The Government of Canada encourages the release of information through informal requests. You may wish to consult the Canadian Security Intelligence Service's completed Access to Information summaries. To make an informal request or for additional information about the programs and activities of the Canadian Security Intelligence Service, please contact us.

Reading Room

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises will be made available should the applicant wish to review materials on site. Should you wish to attend the CSIS reading room located in Ottawa, Ontario, you must make an advance appointment by calling the Access to Information and Privacy Coordinator at (613)-231-0107 / 1-877-995-9903 or via email at ATIP-AIPRP@smtp.gc.ca.

Date modified:
2020-03-11

- Evaluation Personal Information Bank
- Internal Audit Personal Information Bank

- Planning and Reporting Class of Record

Materiel Services

Materiel services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- Materiel Management Class of Record
  - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank

Real Property Services

Real property services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- Real Property Management Class of Record
  - Real Property Management Personal Information Bank

Travel and Other Administrative Services

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Access to Information and Privacy Class of Record
  - Access to Information and Privacy Requests Personal Information Bank
- Administrative Services Class of Record
  - Parking Personal Information Bank
- Boards, Committees and Council Class of Record
  - Governor in Council Appointments Personal Information Bank
  - Members of Boards, Committees and Councils Personal Information Bank
- Business Continuity Planning Class of Record
  - Business Continuity Planning Personal Information Bank
- Disclosure to Investigative Bodies Class of Record
  - Disclosure to Investigative Bodies Personal Information Bank
- Proactive Disclosure Class of Record
  - Hospitality Personal Information Bank
  - Travel Personal Information Bank
- Security Class of Record
  - Identification and Building-Pass Cards Personal Information Bank
  - Personnel Security Screening Personal Information Bank
  - Security Incidents Personal Information Bank
  - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank
- Travel Class of Record
  - Travel Personal Information Bank

- Employee Personnel Record Personal Information Bank
- EX Talent Management Personal Information Bank
- Personnel Security Screening Personal Information Bank
- Staffing Personal Information Bank
- Values and Ethics Code for the Public Service Personal Information Bank

- Relocation Class of Record
  - Relocation Personal Information Bank
- Training and Development Class of Record
  - Training and Development Personal Information Bank

Information Management Services

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- Information Management Class of Record
  - Library Services Personal Information Bank

Information Technology Services

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- Information Technology Class of Record
  - Electronic Network Monitoring Personal Information Bank

Legal services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- Legal Services Class of Record

Management and Oversight Services

Management and oversight services involve activities undertaken for determining strategic direction and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies or plans.

- Cooperation and Liaison Class of Record
  - *Lobbying Act* Requirements Personal Information Bank
  - Outreach Activities Personal Information Bank
- Executive Services Class of Record
  - Executive Correspondence Personal Information Bank
- Internal Audit and Evaluation Class of Record

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management Class of Record
  - Accounts Payable Personal Information Bank
  - Accounts Receivable Personal Information Bank
  - Acquisition Cards Personal Information Bank

Human Resources Management Services

Human resources management services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and plans.

- Awards (Pride and Recognition) Class of Record
  - Recognition Program Personal Information Bank
- Classification of Positions Class of Record
  - Staffing Personal Information Bank
- Compensation and Benefits Class of Record
  - Attendance and Leave Personal Information Bank
  - Pay and Benefits Personal Information Bank
- Employment Equity and Diversity Class of Record
  - Employment Equity and Diversity Personal Information Bank
- Hospitality Class of Record
  - Hospitality Personal Information Bank
- Human Resources Planning Class of Record
  - Human Resources Planning Personal Information Bank
- Labour Relations Class of Record
  - *Canadian Human Rights Act* – Complaints Personal Information Bank
  - Discipline Personal Information Bank
  - Grievances Personal Information Bank
  - Harassment Personal Information Bank
  - Values and Ethics Code for the Public Service Personal Information Bank
- Occupational Health and Safety Class of Record
  - Employee Assistance Personal Information Bank
  - Harassment Personal Information Bank
  - Occupational Health and Safety Personal Information Bank
  - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank
- Official Languages Class of Record
  - Official Languages Personal Information Bank
- Performance Management Reviews Class of Record
  - Discipline Personal Information Bank
  - Performance Management Reviews Personal Information Bank
- Recruitment and Staffing Class of Record

the management of CSIS, research, audit, planning, evaluation and statistical purposes.
Retention and Disposal Standards: All files are transferred to Library and Archives Canada after ten years, taking care to delete the individuals' names.
RDA Number: 2006/001
Related Record Number: CSIS DDS 050
TBS Registration: 002761
Bank Number: CSIS PPE 832

CSIS Memorabilia
Description: Includes information related to the procurement and sale of CSIS memorabilia.
Document Types: Correspondence relating to the administration of material management, procurement and supply including, order forms, invoices, ledgers, catalogue and prices.
Format: Photos.
Record Number: CSIS DDS 061

PROGRAM ACTIVITY - INTERNAL SERVICES

Internal Services

Internal services constitute groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are management and oversight services, communications services, legal services, human resources management services, financial management services, information management services, information technology services, real property services, materiel services, acquisition services, and travel and other administrative services. Internal services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

Acquisition Services

Acquisition services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- Procurement and Contracting Class of Record
  - Professional Services Contracts Personal Information Bank

Communications Services

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public—internal or external—receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- Communications Class of Record
  - Internal Communications Personal Information Bank
  - Public Communications Personal Information Bank

Financial Management Services

disclosure of wrongdoing are destroyed 5 years after the last administrative action.
RDA Number: 2006/001
Related Record Number: CSIS DDS 050
TBS Registration: 20110252
Bank Number: CSIS PPU 906

- **Sir William Stephenson Scholarship Award**
  Description: This bank describes information concerning individuals who have applied for the Sir William Stephenson Scholarship Award. Personal information may include: name, contact information, date of birth, biographical information, educational information, awards, hobbies, extra-curricular activities, interests, references, financial information, financial institution information, signature, and Social Insurance Number (SIN).
  Class of Individuals: Children of indeterminate employees who have applied for the Sir William Stephenson Scholarship Award, indeterminate employees who are the parents/guardians of the children concerned, and references.
  Purpose: To process applications and disburse funds for the Sir William Stephenson Award. The Social Insurance Number is collected for income tax purposes.
  Consistent Uses: The Social Insurance Number (SIN) is shared with Canada Revenue Agency for income tax purposes (CRA PPU 005).The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds. Information may also be used for evaluation, research, and/or statistical purposes.
  Retention and Disposal Standards: Records of successful individuals who received scholarship funds are retained for ten years after the last administration action on the file and then reviewed for transfer to Library and Archives Canada. Records of unsuccessful applicants are retained for two years after the last administrative action on the file and then revised for transfer to Library and Archives Canada. Records that are not transferred to Library and Archives Canada will be destroyed at the end of the retention periods noted above.
  RDA Number: 2006/001
  Related Record Number: CSIS DDS 050
  TBS Registration: 20090842
  Bank Number: CSIS PPU 822
  Notes: Formerly tilted Honours/Incentive Awards. This PIB was revised in 2009.

- **Unlawful Conduct Investigations**
  Description: The records described in this bank include allegations, investigational reports, interviews, reports to the Department of Public Safety Canada and related correspondence collected, pursuant to subsection 20(2) of the *CSIS Act*, of activities by CSIS employees who may have acted unlawfully in the performance of the duties and functions of the CSIS under the *CSIS Act*.
  Class of Individuals: Individuals involved in investigations conducted under subsection 20(2) of the *CSIS Act*.
  Purpose: To determine the validity of allegations of unlawful conduct by CSIS employees and to take appropriate corrective measures if required.
  Consistent Uses: Information in this bank may be disclosed to the Attorney General of Canada, the relevant law enforcement agency when necessary, and to the Security Intelligence Review Committee for review or to meet reporting requirements. Information in this bank may be used in disciplinary and conduct processes under the CSIS Act. This information may also be used for

consistent basis, relative to their health; to make recommendations regarding staffing or posting where their health is a determining factor; entitlement to sick leave; eligibility for insurance coverage, and to assess a candidate's personality attributes and skills against those identified for particular functions.

Consistent Uses: Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or by physicians and psychologists appointed as a Health Review Chairperson. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the *Privacy Act*.

Retention and Disposal Standards: Records are retained at least until the individual reaches the age of 90, and two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2006/001

Related Record Number: CSIS DDS 050

TBS Registration : 003300

Bank Number: CSIS PPE 827

- **Internal Disclosure of Wrongdoing and Reprisal Protection**

Description: This bank describes information related to disclosures of alleged wrongdoing or reprisal as defined in the Canadian Security Intelligence Service (CSIS) Internal Disclosure of Wrongdoing and Reprisal Protection Policy (the Policy), within CSIS or by members of the public sector, as set out in the Policy. Personal information may include name, contact information and biographical information, employee personnel information, employee identification number, opinions and views of, or about, individuals, and other personal information which may be contained in the investigation documentation.

Class of Individuals: Individuals who report an alleged wrongdoing, as well as individuals who are alleged to have committed wrongdoing, witnesses and any other party affected by the allegation(s).

Purpose: Personal information is collected under the authority of the *CSIS Act* to investigate and resolve reports of alleged wrongdoing or reprisal within CSIS.

Consistent Uses: With the consent of the individual(s) concerned, information may be disclosed to a conciliator or to legal counsel for the purpose of bringing about a settlement. If the investigation reveals potential fraud or other criminal wrongdoing, information may be shared with internal security officials (refer to TBS Standard Personal Information Bank Security Incidents -PSU 939) or other authorities having the powers to investigate under federal, provincial and municipal statutes. Some information may also be shared with/described in the following TBS Standard Personal Information Banks: Discipline -PSE 911 and Values and Ethics Code for the Public Service -PSE 915. Information may also be used or disclosed for program evaluation and other reporting purposes.

Retention and Disposal Standards: The records pertaining to reprisal complaints are destroyed 3 years after the date of last administrative action. The records on the internal

TBS Registration: 002762
Bank Number: CSIS PPU 035

- **CSIS Candidates**

Description: The records described in this bank include recruitment documents or applications for employment with CSIS and any related correspondence. This bank may also contain personnel or staffing interviews, polygraph tests, psychological tests, test results, analysts' reports and security assessment advice.
Class of Individuals: Potential CSIS candidates.
Purpose: To meet the administrative and/or operational needs of CSIS.
Consistent Uses: Information may be transferred to an employee bank if the individual is offered and accepts employment. The candidate's skills may be assessed and, if deemed suitable, may be invited to serve in a capacity other than the position or level of initial interest. Some information in this bank may be used to verify attempts to infiltrate CSIS. This information may also be used for research, audit, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Retained a minimum of two years. However, unsolicited applications are destroyed after six months.
RDA Number: 2006/001
Related Record Number: CSIS DDS 050
TBS Registration: 000839
Bank Number: CSIS PPU 025

- **Employees' Association**

Description: The records described in this bank include personal information on employees who have requested assistance from the CSIS Employee's Association, and includes documents or data relating to the resolution of complaints, grievances and/or disciplinary actions.
Class of Individuals: All non-unionized employees, including term employees after six cumulative months of employment, except employees in the management cadre where the retention period exceeds the date the employee entered the management cadre.
Purpose: The purpose of this bank is to maintain records relating to the representation of employees in the resolution of their complaints or grievances, including those concerning the application of Human Resource policies, and assistance provided to employees facing potential disciplinary action.
Consistent Uses: Only for administration within the Employee's Association.
Retention and Disposal Standards: As a requirement of the Privacy Regulations, information is retained a minimum of two years after all avenues of appeal have been exhausted. The documentation may be immediately destroyed following a written request from the employee concerned.
RDA Number: 2006/001
Related Record Number: CSIS DDS 050
TBS Registration: 003970
Bank Number: CSIS PPE 831

- **Health Services**

Description: The records described in this bank include psychological assessments, health reviews and medical records not considered to be occupational health-related.
Class of Individuals: CSIS employees.
Purpose: To determine an employee's capabilities to perform their duties on a regular and

Artifacts Collection

Description: Includes information related to CSIS's collection of artifacts from the Cold War era including surveillance and tradecraft artifacts as well as miscellaneous historical items. Also includes records related to the acquisition, disposition and care of the collection as well as donations, loans, design of spaces and modules for permanent and temporary exhibitions, and storage facilities.

Document Types: Inventories, policies, correspondence, books and periodicals, manuscripts, plans and reports, exhibit planning, condition reports, pamphlets and newspaper clippings.

Format: Photographs, artifacts, videos.

Record Number: CSIS DDS 060

CSIS Human Resources Management

Description: Includes records related to the management of human resources within CSIS that are unique to the Service. Records include information pertaining to recruitment, complaints against CSIS employees, health services (including administrative ex-RCMP health care coverage), the Service's Employees Association, and activities related to the security of information and personnel.

Document Types: Copies of specific CSIS human resources policies and procedures, unsolicited resumes and curricula vitae, employment application forms, assessment tools and rating guides (including model interview and exam questions and answers), reference checks and letters, testing material and results (including polygraph and psychological tests), analysts' reports, oaths of allegiance, copies of certificates and diplomas, career resumes and references, copies of complaints against CSIS employees and supporting documentation (witness statements and interviews), investigation reports, proceedings' documentation (records of decision, recommendations, transcripts), draft and final copies of responses to complaints, copies of relevant legislation and regulations, copies of oaths of secrecy, CSIS Conflict of Interest policy, written agreements, declarations of assets, medical reports, laboratory reports, fitness to work assessments, and ergonomic evaluations and reports.

Record Number: CSIS DDS 050

- **Complaints Against CSIS or Its Employees**

  Description: The records described in this bank include complaints communicated to CSIS, the Security Intelligence Review Committee (SIRC) or the Department of Public Safety Canada against CSIS or its employees, and any record generated to resolve such complaints that is under CSIS control. In addition to the requirements indicated on the Personal Information Request form, individuals must provide the location where the complaint was reported and the nature of the complaint to retrieve the information of interest for processing.

  Class of Individuals: Individuals involved in complaints against CSIS or its employees.

  Purpose: To determine the validity of complaints and to record any corrective measures taken, including recommendations for disciplinary or misconduct proceedings.

  Consistent Uses: Used in disciplinary and misconduct processes under the *CSIS Act*. The SIRC may also use information in this bank to conduct investigations of CSIS. Information in this bank may also be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes.

  Retention and Disposal Standards: A minimum of ten years after the last documentation on the individual complaint file then transferred to Library and Archives Canada.

  RDA Number: 2006/001

  Related Record Number: CSIS DDS 050

Committee, and to the relevant courts. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Information in this bank may be retained from six years to fifty years from the last updating, and then disposed of in accordance with the retention and disposal standards of CSIS. When files have been designated as historical, they may be transferred to the custody and control of Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2006/001

Related Record Number: CSIS DDS 052

TBS Registration: 000835

Bank Number: CSIS PPU 005

- **Security of Information Act Records**

Description: The records described in this bank include information about individuals that fall within the "Permanently Bound to Secrecy" provisions of the *Security of Information Act* (*SOIA*). The information includes surname, full given names, maiden name, nickname(s), gender and date of birth.

Class of Individuals: Current or former members or employees (including former members or employees as of December 24, 2001) of particular departments set out in the Schedule of the *SOIA* (such as the Canadian Security Intelligence Service, Communications Security Establishment, and certain branches of other departments), or those individuals (who, by reason of office, position, duties, contract or arrangement) have been identified by a deputy head as having, will have, or having had, authorized access to special operational information, and it is in the interest of national security to permanently bind these individuals to secrecy.

Purpose: To retain and maintain a record of indoctrination and identity of individuals who were or are employees of departments listed in the Schedule of the SOIA, or individuals designated by a deputy head under subsection 10(1) of the *SOIA*.

Consistent Uses: CSIS will manage this bank's information and, when requested, confirm to a Departmental Security Official that the name of an individual is or is not stored therein. The majority of Government of Canada departments and agencies will have the potential to query this storage bank and/or provide information which will be stored there. The identification of the individual is confirmed by three pieces of personal data, such as full name, date of birth, and gender. Employees of a "scheduled department" are automatically bound by nature of their employment. Employees defined within the *SOIA* as being "designated" by the deputy head, are notified and are provided with documentation advising them of this designation. A copy of applicable documentation will be retained within an individual's departmental security screening file in accordance with PSE 924, except for DND and the RCMP which will store this information within DND PPE 834 and RCMP PPU 065 respectively.

Retention and Disposal Standards: Records of individuals defined as being "permanently bound to secrecy" will be retained until the individual reaches age 90. When files have been designated as historical, they may be transferred to Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2006/002

Related Record Number: CSIS DDS 052

TBS Registration: 005572

Bank Number: CSIS PPU 065

jurisdiction of an incident. Information in this bank may be matched with information from other CSIS personal information banks for the purpose of preserving the security of Canada or CSIS internal security.

Retention and Disposal Standards: The records in this bank are retained for a period of five years; ten years for access control data, and then disposed of in accordance with the retention and disposal standards of CSIS. When files have been designated as historical, they may be transferred to Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2006/001

Related Record Number: CSIS DDS 052

TBS Registration: 003632

Bank Number: CSIS PPU 055

- **Security Assessments/Advice**

Description: The records described in this bank include personal information on individuals who are or have been the subject of a request for a security assessment for pre-employment / employment with federal or provincial government departments and agencies and the private sector working under federal government contracts, when a security clearance is a required condition of employment. This includes information obtained during internal quality control investigations. Similar records are held in respect to security assessments required by a provincial government, a foreign state, or an international organization of states. This bank may also contain criminal records, credit bureau results, security analyses, security assessments and investigative reports, related correspondence and a notation of the level of security clearance granted. In addition, this bank may hold information on persons subject to security assessment or advice relative to the *Citizenship Act* or Immigration and *Refugee Protection Act*.

Class of Individuals: Persons for whom CSIS was asked to provide a security assessment or advice for pre-employment/employment, including contract and company personnel working under federal or provincial government or agency contracts; CSIS and CF/DND employees; individuals requiring access to internationally protected persons, VIPs and special events; the Parliamentary Precinct and the restricted areas of airports; seaports; nuclear facilities; individuals requiring a Canada/US border pass under the Free and Secure Trade (FAST) program; designated provincial government employees; individuals who would seek admittance or status in Canada; and individuals seeking citizenship. By virtue of the screening process, personal information may be held on individuals who are not themselves the subject of the security assessment.

Purpose: Collected under section 15 of the *CSIS Act* to provide security assessments pursuant to section 13 or advice pursuant to section 14 of the *Act*.

Consistent Uses: Pursuant to sections 19(2), 13 and 14 of the *CSIS Act*, CSIS may disclose information or may match information in the preparation of a domestic or foreign security assessment or in providing advice pertinent to the *Citizenship Act* or *Immigration and Refugee Protection Act* or where the information relates to the conduct of the international affairs of Canada, to the Secretary of State for External Affairs, or where the information is relevant to the defence of Canada, to the Minister of National Defence. It may also be used for data matching, or for the purposes of conducting lawful investigations in matters which may on reasonable grounds, be suspected of constituting threats to the security of Canada and in other lawful investigations. In addition, information may be provided to the Security Intelligence Review

letters, and copies of relevant legislation and regulations.
Format: Photographs and fingerprints.
Record Number: CSIS DDS 052

- **Employee Security**

  Description: The records described in this bank include completed personal histories; summaries of Canadian Security Intelligence Service (CSIS), previously RCMP Security Service investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee. Note: Formerly Security Clearances.
  Class of Individuals: Employees of CSIS.
  Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures.
  Consistent Uses: To support decisions on transfers, promotions, discipline, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS' legislated mandate. All linkages are in compliance with the provisions of the *Privacy Act*. This information may also be used for research, planning, audit, evaluation and statistical purposes.
  Retention and Disposal Standards: Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after seven years.
  RDA Number: 2006/001
  Related Record Number: SIS DDS 052
  TBS Registration: 002142
  Bank Number: SIS PPE 815

- **Security and Integrity of Government Property, Personnel and Assets**

  Description: The records described in this bank include personal information on individuals in contact with CSIS whose actions have raised concern about the security and integrity of government property, personnel or assets. This bank may contain letters, notes, facsimile copies, contact reports and related correspondence, and access control data or examination results of telephone use that has been used in a decision-making process.
  Class of Individuals: Individuals of concern with regard to the security and integrity of CSIS property, personnel or assets and CSIS employees who were the object of such actions.
  Purpose: This information was compiled as an aid to internal security investigations of alleged breaches of security or in relation to the safety and integrity of government property, personnel and assets.
  Consistent Uses: Information may be disclosed to the accredited police agency having local

TBS Registration: 20091693
Bank Number: CSIS PPU 070

- **Self Protection Activity**

Description: The records described in this bank include personal information on individuals in contact with CSIS with a view of providing services directly or through contract to CSIS. The information may include the individual's name, any aliases and other personal identifiers.
Class of Individuals: Individuals in contact with the Service.
Purpose: The purpose for which the information in this bank was recorded is in support of CSIS' counter intelligence program. The information will allow CSIS to better protect itself from infiltration by hostile foreign services and others whose interests are inimical to the interests of Canada.
Consistent Uses: Information in this bank may be used in support of CSIS' counter intelligence program. Information in this bank may also be used for audit purposes.
Retention and Disposal Standards: Information in this bank will be retained for a minimum of ten years, and destroyed when considered to be of no further value.
RDA Number: 2006/001
Related Record Number: CSIS DDS 041
TBS Registration: 003297
Bank Number: CSIS PPU 050

SECURITY SCREENING

Security screening is one of the main operational responsibilities of CSIS and among its most visible functions. The goals of the security screening program are to prevent non-Canadians who pose security concerns or risks from entering or receiving status in Canada and to prevent anyone of security concern from gaining access to sensitive government assets, locations or information. It serves as a first line of defence. CSIS provides security assessments on behalf of all federal government departments and agencies (except the Royal Canadian Mounted Police (RCMP) for whom we conduct records checks) as part of the Government Security Policy (GSP).

CSIS SECURITY SCREENING

Through its liaison offices abroad, CSIS performs in-depth examinations of applicants and prospective immigrants whose backgrounds present security concerns.
Security Assessments fall into the following program categories: Government Screening; Sensitive Sites Screening; Foreign Screening; Immigration and Citizenship Screening; Refugee Claimant Screening; and visitor vetting.

Security Screening
Description: Includes records related to CSIS's Security Screening program including Government Employee Screening, Sensitive Sites Screening, Foreign Screening, Immigration and Citizenship Screening, and Refugee Claimant Screening investigations.
Document Types: Policies and procedures, consent forms, criminal records, credit bureau results, police indices checks, accreditation criteria, screening investigation documents, drafts and final copies of security assessments, security level, denial and inadmissibility briefs (including copies of submissions to the Security Intelligence Review Committee) legal opinions and advice, incidental

files are disposed of in accordance with the retention and disposal schedules approved by the Librarian and Archivist of Canada. When files have been designated as historical, they may be transferred to the custody and control of the Library and Archives of Canada; and where the record has not been do designated, it shall be destroyed.

RDA Number: 2006/001

Related Record Number: CSIS DDS 041

TBS Registration: 000837

Bank Number: CSIS PPU 015

- **Passenger Protect Program - Specified Persons List**

Description: This bank describes information relating to the Passenger Protect Program, and in particular, the Specified Persons List (SPL). Personal information may include name, contact information, including last known address, biographical information, citizenship status, passport/visa /residency document number, and with the exception of the SIN, any other known government issued identification number or document, any known financial information, descriptions of individuals including photographs, descriptions of known or suspected acts or activities of the individual, any known fraudulent documentation presented or used by the individual, any known affiliations with terrorist or criminal organizations, any known criminal record, and travel details, such as name of the travel agency and agent, whether the flight ticket is one-way, and itinerary cities where the person will embark. Schedule A of the *Aeronautics Act* (*AA*) provides details of the specific information that may be collected.

Class of Individuals: Individuals who have been deemed by Transport Canada (TC) to pose an immediate threat to aviation security.

Purpose: Personal information collected by CSIS is used to assist TC in its efforts to establish the Specified Persons List. Personal information provided to CSIS by TC under section 4.82 of the *AA* may be used by CSIS in the conduct of investigations.

Consistent Uses: Information from intelligence reports and other correspondence is shared with TC to establish the SPL (Passenger Protect Program - Specified Persons List, Personal Information Bank no. DOT PPU 001). Personal information described by this bank, which is provided by TC to a CSIS designated person appointed under section 4.82(3) of the *AA*, may be further disclosed to CSIS pursuant to 4.82(8) or (12) of the *AA* by a senior designated person, only if the personal information matches information relating to a CSIS entry on the SPL. CSIS may subsequently share personal information with other law enforcement agencies. Personal information may be used or disclosed for program evaluation.

Retention and Disposal Standards: In accordance with section 4.82(14) of the *AA*, information that does not clearly match information relating to CSIS entries on the SPL will be destroyed within 7 days after it is provided. In the case of matches with information pertaining to CSIS entries on the SPL, this information becomes part of CSIS holdings where it is retained indefinitely until the CSIS Director orders its destruction. Also pursuant to section 4.82(14), where information is being disclosed to CSIS, a record will be prepared and kept setting out the reasons why this information is being retained by CSIS and shall be made available for yearly review pursuant to section 4.82(15) of the *AA*. The record is kept indefinitely until the CSIS Director orders its destruction upon determination that the record is no longer required for transportation security and or security threat investigation.

RDA Number: 2006/001

Related Record Number: CSIS DDS 041

former RCMP Security Service while carrying out its responsibilities pertaining to informing the government of national security concerns. This bank may also contain information on individuals who incidentally came to the attention of CSIS as a result of carrying out its mandate under section 12 and/or section 16 of the *CSIS Act*. This bank may contain information on individuals mentioned in reports related to probable unauthorized disclosure of, or unauthorized access to, classified information or assets.

Class of Individuals: Defectors, human sources or individuals, the nature of whose actions or activities caught the attention of CSIS or of its predecessor, the former RCMP Security Service; individuals suspected of espionage or sabotage against Canada or the interests of Canada; individuals involved in foreign influenced activities within or relating to Canada that were clandestine or deceptive or involved a threat to any person; individuals involved in activities within Canada that were directed toward the use of serious acts of violence to achieve a political, religious or ideological objective within Canada or a foreign state; or individuals whose activities that were directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada; individuals, other than Canadians or permanent residents, whose capabilities, intentions or activities regarding the defence of Canada or the conduct of international affairs are inimical to the interests of Canada.

Purpose: Collected or obtained by CSIS or the former RCMP Security Service and retained by CSIS under section 12 concerning threats to the security of Canada or under sections 15 or 16 concerning the collection of information relating to the capabilities, intentions or activities of foreign states and certain persons.

Consistent Uses: CSIS may only disclose information if it does so in accordance with the controls of subsection 19(2) of the *CSIS Act*. First, it may disclose information for the purposes of the performance of its duties and functions under the *CSIS Act* or the administration or enforcement of that *Act*, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report and give advice to the government regarding activities suspected of constituting threats to the security of Canada. Secondly, where the information in the Service's possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then the information may be disclosed to the appropriate police officials and to the Attorney General, the Minister of Foreign Affairs and International Trade, and the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential to the public interest, and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Pursuant to sections 13 and 14 of the *CSIS Act*, CSIS may also disclose information in the preparation of a domestic or foreign security assessment, or in providing advice under the *Citizenship Act* or the *Immigration Act*. Information in this bank may also be used to assist provincial governments, foreign and domestic agencies, on request, through agreements established under section 17 of the *CSIS Act*. (See Classes of Personal Information at the end of this Chapter) Personal information may also be disclosed to the Security Intelligence Review Committee. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS' legislated mandate. This information may also be used for audit, research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Information in this bank is under continuous review and

interests of Canada; individuals involved in foreign influenced activities within or relating to Canada that are clandestine or deceptive or involve a threat to any person; individuals involved in activities within or related to Canada directed toward the use of serious acts of violence to achieve a political, religious or ideological objective within Canada or a foreign state; or individuals whose activities are directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada; or any other activities described in the definition of "threats to the security of Canada" at section 2 of the *CSIS Act*; individuals identified relating to a national security concern, the defence of Canada or the conduct of the international affairs of Canada; and individuals who are confidential sources of information.

Purpose: Collected under section 12 of the *CSIS Act* with respect to threats to the security of Canada; under section 15 concerning the collection of information for the purpose of providing advice pursuant to section 14; and under section 16 concerning the collection of information or intelligence relating to the capabilities, intentions or activities of foreign states and certain persons.

Consistent Uses: CSIS may only disclose information it obtains if it does so in accordance with the controls of subsection 19(2) of the *CSIS Act*. First, it may disclose information for the purposes of the performance of its duties and functions under the *CSIS Act* or the administration or enforcement of that *Act*, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report and give advice thereto in relation to activities suspected of constituting threats to the security of Canada. Secondly, where the information in its possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then it may be disclosed to the appropriate police officials and to the Attorney General, to the Minister of Foreign Affairs and to the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential in the public interest and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Pursuant to section 13 and 14 of the *CSIS Act*, CSIS may also disclose information in the preparation of a domestic or foreign security assessment, or in providing advice under the *Citizenship Act* or *Immigration and Refugee Protection Act*. Personal information may also be disclosed to the Security Intelligence Review Committee. Information in this bank may also be used for audit, research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Information in this bank is retained for at least twenty years after the last action, subject to the retention and disposal standards of CSIS. When files have been designated as historical, they may be transferred to the custody and control of Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2006/001

Related Record Number: CSIS DDS 041

TBS Registration: 002872

Bank Number: CSIS PPU 045

- **Canadian Security Intelligence Service Records**

  Description: This bank consists of information on individuals who came to the attention of the

Sharing intelligence and cooperation, both at the national and international levels, is essential to effectively gauge current and future threats to the security of Canada.
At the national level, CSIS provides hundreds of briefings each year to various communities, including law enforcement and other security intelligence agencies, academia; Canadian government departments and agencies; provincial, territorial, and municipal governments; and the public. At the international level, CSIS works in close collaboration with Canada's traditional allies and shares pertinent intelligence on national security issues. CSIS also cooperates with a number of other countries and provides information to selected foreign agencies.

Investigating Threats
Description: Includes records related to investigating and reporting on threats to the security of Canada including the threat or the use of violence against persons or property for the purpose of achieving political, religious or ideological objectives; investigating foreign states and terrorist organizations that seek to develop and produce weapons of mass destruction, including chemical, biological, nuclear, and radiological weapons; investigating clandestine activities by foreign governments that put Canada's national security at risk, that monitor, manipulate, threaten, or exploit expatriates now residing in this country; that may be detrimental to Canada's scientific and technological developments; that may harm our country's critical economic and information infrastructures or that may affect our military, commercial interests, and classified government information. Also includes records related to collecting strategic intelligence as part of a government-wide effort to advise the Government of Canada on the extent and nature of the threat posed by transnational crime to Canada. May include records related to the collection of information and security intelligence for the purpose of advising the government including information sharing protocols, the application of safeguards to protect employees, preserve the confidentiality, integrity, availability and value of assets, records related to facilities design, physical safeguards, monitoring devices, access to restricted zones, storage, transportation and transmittal of information and goods, entry and point of exits, identification cards and/or access badges, continuous risk management, and destruction of information and goods. May also include records related to liaison with other agencies that have security-related responsibilities.
Document Types: Security access procedures and tools, security incidents and investigation reports, copies of Threat and Risk Assessments (TRA), awareness and briefing documentation, security clearance records, technical documentation, letters, notes, facsimile copies, exhibit reports, correspondence, evaluations, access control data, statements, intelligence analysis and threat assessments and recommendations.
Format: Video surveillance recordings, photographs, blue prints, and floor plans.
Record Number: CSIS DDS 041

- **Canadian Security Intelligence Service Investigational Records**
  Description: The records described in this bank include personal information on identifiable individuals whose activities are suspected of constituting threats to the security of Canada; on identifiable individuals who are or were being managed as confidential sources of information; on identifiable individuals no longer investigated by CSIS but whose activities did constitute threats to the security of Canada and which still meet the collection criteria stipulated in section 12 of the *CSIS Act*, and on identifiable individuals the investigation of whom relate to the conduct of international affairs, the defence of Canada or any state allied or associated with Canada or the detection, prevention or suppression of subversive or hostile activities.
  Class of Individuals: Individuals suspected of espionage or sabotage against Canada or the

Info Source

Sources of Federal Government and Employee Information

Canadian Security Intelligence Service

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*. The Introduction and an index of institutions subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Background

The Canadian Security Intelligence Service reports to Parliament through the Minster of Public Safety.

To better understand CSIS, watch this video and read about its legislative foundation.

Responsibilities

Read about the CSIS mandate and responsibilities.

Institutional Functions, Programs and Activities

INTELLIGENCE COLLECTION AND ANALYSIS

The people who work at CSIS collect information in Canada and abroad and use it as the basis for providing advice to the Government of Canada in the form of intelligence reports about activities that may constitute a threat to the security of Canada. This information is collected from many sources, including: members of the public; foreign governments; human sources; technical interception of telecommunications; open sources including newspapers, periodicals, academic journals, foreign and domestic broadcasts, official documents, and other published material. CSIS analysts use their knowledge of regional, national and global issues to assess the quality of information gathered, and to convert the information into useful security intelligence that is shared within the Canadian government and with partners in the security and intelligence community.

SHARING INTELLIGENCE

des renseignements personnels
P.O. Box 9732

Canadian Security Intelligence Service

Service canadien du renseignement de sécurité

Our file: 116-2022-794

DEC 0 6 2022

Dear [redacted]

This refers to your *Privacy Act* request of November 29, 2022, for **"This Request seeks access to: a) any and all records and/or documents that have been prepared, received, transmitted, collected and/or maintained by CSIS concerning me or my activities; b) The Terrorist Screening Database (TSDB) list for the past five (5) years; and c) the list containing all the agencies, entities, private corporations or individuals with whom you have shared the TSDB during the past five (5) years; and d) provide a copy of the Standard Nomination Form or original information that was used to place my name on the TSDB [...]. Alias includes: [redacted] (former married name) [redacted] I have enclosed a search that was conducted using the OFAC database accessed ofac-analyzer.com/ which demonstrated that my social insurance number [...] were in used by terrorist organizations."**

Based on information contained in your request, please be advised that the personal information bank listed below was searched with the following results:

Canadian Security Intelligence Service Investigational Records (CSIS PPU 045): The Governor-in-Council has designated this information bank an exempt bank pursuant to section 18 of the *Privacy Act*. Further to subsection 16(2) of the *Act*, we neither confirm nor deny the existence of the requested information. If the type of information described in the bank did exist, it would qualify for exemption under section 21 (as it relates to the efforts of Canada towards detecting, preventing or suppressing subversive or hostile activities), 22(1)(a) and 22(1)(b) of the *Act*.

In accordance with the Treasury Board of Canada Secretariat Directive on Privacy Requests and Correction of Personal Information, I am enclosing a copy of the Duty to Assist Principles for your convenience.

You may use the contact information located in the footer to contact us should you wish to obtain clarification concerning your request. Please provide the file number at the top of this letter in any subsequent correspondence. If you would like us to conduct additional searches, I am enclosing herewith a copy of the Service's chapter in Info Source, which describes the various other personal information banks maintained by the Service, along with a personal information request form. This, as well as additional information about access to information and privacy can be found at the CSIS portal on the Canada.ca website at https://www.canada.ca/en/security-intelligence-service/corporate/transparency/access-to-information-and-privacy.html.

Please be advised that you are entitled to complain to the Privacy Commissioner concerning the processing of your request. In the event you decide to avail yourself of this right, your notice of complaint should be addressed to: **Privacy Commissioner of Canada, 30 Victoria Street, 1st floor, Gatineau, Quebec, K1A 1H3.**

Yours truly,

Head, Disclosure II
Access to Information and Privacy

Encls.

P.O. Box 9732, Station "T", Ottawa, Ontario K1G 4G4
C.P. 9732, Succursale "T", Ottawa (Ontario) K1G 4G4
Tel: (613) 231-0107 1-877-995-9903 Fax: (613) 842-1271

Canada

Access to Information et protection

Principes relatifs à l'assistance aux auteurs de demandes

Pour traiter votre demande en vertu de la *Loi sur la protection des renseignements personnels*, nous allons:

1. Traiter votre demande sans égard à votre identité.

2. Vous offrir une aide raisonnable tout au long du processus de traitement de votre demande.

3. Vous fournir des renseignements au sujet de la *Loi sur la protection des renseignements personnels*, notamment en ce qui concerne le traitement de votre demande et votre droit de porter plainte auprès du Commissaire à la protection de la vie privée du Canada.

4. Communiquer avec vous sans retard indu si nous avons besoin de précisions au sujet de votre demande.

5. Déployer tous les efforts raisonnables pour trouver et récupérer les documents demandés qui relèvent du contrôle de l'institution fédérale.

6. Appliquer des exceptions précises et limitées aux documents demandés.

7. Vous fournir des réponses exactes et complètes.

8. Vous communiquer promptement l'information demandée.

9. S'il y a lieu, vous fournir les documents sur le support de votre choix et dans la langue officielle de votre choix.

10. Vous offrir un endroit approprié au sein de l'institution fédérale pour examiner l'information demandée.

Principes relatifs à l'assistance aux auteurs de demandes

Pour traiter votre demande en vertu de la *Loi sur la protection des renseignements personnels*, nous allons:

1. Traiter votre demande sans égard à votre identité.

2. Vous offrir une aide raisonnable tout au long du processus de traitement de votre demande.

3. Vous fournir des renseignements au sujet de la *Loi sur la protection des renseignements personnels*, notamment en ce qui concerne le traitement de votre demande et votre droit de porter plainte auprès du Commissaire à la protection de la vie privée du Canada.

4. Communiquer avec vous sans retard indu si nous avons besoin de précisions au sujet de votre demande.

5. Déployer tous les efforts raisonnables pour trouver et récupérer les documents demandés qui relèvent du contrôle de l'institution fédérale.

6. Appliquer des exceptions précises et limitées aux documents demandés.

7. Vous fournir des réponses exactes et complètes.

8. Vous communiquer promptement l'information demandée.

9. S'il y a lieu, vous fournir les documents sur le support de votre choix et dans la langue officielle de votre choix.

10. Vous offrir un endroit approprié au sein de l'institution fédérale pour examiner l'information demandée.

Canadian Security Intelligence Service

Service canadien du renseignement de sécurité

Our file: 116-2022-797

[redacted]

DEC 0 6 2022

Dear [redacted]

This refers to your *Privacy Act* request of November 29, 2022, for "**[…] The undersigned also requests that you remove my name and any aliases from any and all Watchlists under your agency's control. Should there be a specific procedure to go about the removal of my name from all of the Watchlists, the undersigned requests that you produce the forms, regulations and procedures associated to such request. Alias includes: [redacted] birth name) […].**"

Based on information contained in your request, please be advised that the personal information bank listed below was searched with the following results:

Security Assessments/Advice (CSIS PPU 005): A search of this bank was conducted and no personal information concerning you was located.

In accordance with the Treasury Board of Canada Secretariat Directive on Privacy Requests and Correction of Personal Information, I am enclosing a copy of the Duty to Assist Principles for your convenience.

You may use the contact information located in the footer to contact us should you wish to obtain clarification concerning your request. Please provide the file number at the top of this letter in any subsequent correspondence.

Please be advised that you are entitled to complain to the Privacy Commissioner concerning the processing of your request. In the event you decide to avail yourself of this right, your notice of complaint should be addressed to: **Privacy Commissioner of Canada, 30 Victoria Street, 1st floor, Gatineau, Quebec, K1A 1H3**.

Yours truly,

Head, Disclosure II
Access to Information and Privacy

Encl.

P.O. Box 9732, Station "T", Ottawa, Ontario K1G 4G4
C.P. 9732, Succursale "T", Ottawa (Ontario) K1G 4G4
Tel: (613) 231-0107 1-877-995-9903 Fax: (613) 842-1271

Canada

Principles for assisting applicants

In processing your access request under the *Privacy Act*, we will:

1. Process your request without regard to your identity.
2. Offer reasonable assistance throughout the request process.
3. Provide information on the *Privacy Act*, including information on the processing of your request and your right to complain to the Privacy Commissioner of Canada.
4. Inform you as appropriate and without undue delay when your request needs to be clarified.
5. Make every reasonable effort to locate and retrieve the requested records under the control of the government institution.
6. Apply limited and specific exemptions to the requested records.
7. Provide accurate and complete responses.
8. Provide timely access to the requested information.
9. Provide records in the format and official language requested, as appropriate.
10. Provide an appropriate location within the government institution to examine the requested information.